

LYNDON CITY COUNCIL
REGULAR MEETING MINUTES OF
DECEMBER 6, 2010

The Lyndon City Council met in regular session on Monday, December 6, 2010, 7:30 p.m., at City Hall.

Members Present: Kay Jones, Brandon Smith, Doug Watson,
Mayor Jeff Bronson, City Attorney Pat Walsh, and
City Clerk Barbara Schattak

Members Absent: Wayne Howard and Bill Patterson

Others Present: Richard Gibson
David Wilson, Maintenance Superintendent
Robert Smith, Patrolman
Darrel Manning, Chief of Police/Zoning Administrator

Mayor Bronson called the meeting to order. Roll call was completed by City Clerk Barb Schattak. A motion was made by Jones to approve the minutes of the adjourned meeting of November 15, 2010 as presented. Watson seconded the motion, which carried.

PUBLIC COMMENTS: Richard Gibson, 821 Birch, addressed the Council regarding his building permit for a storage shed which had been approved by Darrel Manning, Zoning Administrator with 12 foot sidewalls. The storage shed Richard wants to build has 14 feet sidewalls but zoning regulations will only allow 12 foot side walls; higher sidewalls would allow him to store his camper. An appeal of administrative decision had been heard by the Board of Zoning Appeals which stated they had no problem with the building having 14 foot sidewalls but recommended the Council make the recommendation; each member was given a copy. City Attorney Pat Walsh indicated a request for a variance should have been submitted to the Board of Zoning Appeals. After some discussion, a motion was made by Jones to amend Article 6, Section 3c to increase sidewalls from 12 feet to 14 feet in the next revision of the zoning ordinance (Ordinance No. 735). Smith seconded the motion, which carried.

APPROVAL OF BILLS: Vouchers for payment of November expenses were presented. A motion was made by Jones to pay accounts as set forth. Watson seconded the motion, which carried.

SALARY REVIEW: Kim reported where the City is in their fiscal year and the fact she does not want to analyze health insurance compensation with the wages but separate the two. The 2010 budget had allowed for a 5 percent increase in wages if needed and suggested giving an increase of 2.5 percent increase to employees; each council member was given a copy of her recommendations.

At 8:00 p.m. a motion was made by Watson to recess to executive session for 15 minutes to discuss a personnel matter and asked for Pat and Kim to attend. Jones seconded the motion, which carried. The governing body reconvened at 8:15 p.m.

A motion was made by Jones to accept the recommendation of a 2.5 percent increase for all employees less the City Administrator and leave the health insurance as it is. Smith seconded the motion, which carried.

WEBSITE: Kim reported an issue with the City's current website is the fact the domain which ends with .com. Since we are a municipality the City is allowed to have an official .gov after our name at a cost of \$125 per year. Kim has filed to create a website with the .gov extension at a cost of \$125 a year. Once the website has been created the address would be lyndonks.gov and people accessing lyndonks.com would automatically be directed to the correct address for a period of 2 years.

Kim has spoken with Jenny Poppe of Holy Fish Design regarding the website. Ms. Poppe described the contract to Kim and the parameters which were given to Holy Fish Designs. Kim indicated she could build and maintain a website instead of having a website maintained off site; Holy Fish would maintain the site. Kim asked Ms. Poppe what would be the City's cost if we would maintain the site in house; Ms. Poppe stated the cost would be \$5800 less the \$2250 already paid.

Kim presented the council with another option for the website from GovOffice which the cost is based on population; the City's initial cost would be \$1825. Once the site is up and running the cost would be \$400 a year. Kim suggested she could give council members a list of sites created by GovOffice. Watson asked Kim to email the list to members.

Watson questioned with the way the contract is written and the \$2200 already paid to Holy Fish Designs if the City owns the new logo; City Attorney Pat Walsh indicated the City does own and can use the own logo. After some discussion, a motion was made by Smith to authorize the City Attorney to write a letter to terminate the contract with Holy Fish Designs. Jones seconded the motion, which carried.

Kim presented a letter for the Mayor to sign which acknowledges the City as a governmental agency. After some discussion, a motion was made by Watson to authorize Mayor Bronson to sign the letter to .gov on behalf of the city. Jones seconded the motion, which carried.

ICMA CERTIFICATION: Kim reported she is a member of the ICMA (International City and County Managers Association) which the City itself can be recognized at no cost as a municipality and recognizes you with other professional. Kim stated she has sent an application through your local State organization with additional documentation acknowledging our form of government with a City Administrator. After some discussion, the council acknowledged Kim applying with ICMA for the City.

PTO FUNDRAISER: Kim reported Kami Simmons, a member of the PTO, came to her office to discuss the PTO's book fundraiser and asked if the City would like to participate by placing a coupon on their discount card individuals would purchase. Kim had met with Assistant Pool Manager Julie Nelson and both thought it would be a good idea to have a discount on a season pass. After some discussion, a motion was made by Watson to place a coupon on the card for \$10 off of any 2011 season pool pass. Jones seconded the motion, which carried.

SPECIAL USE RECOMMENDATIONS: Barb presented recommendations from the Board of Zoning Appeals Public Hearing on December 1, 2010, to allow Caffé Thyme to use their existing septic system with the following conditions: Caffé Thyme must hook into a city sewer within 60 days of sewer becoming available as outlined in the city utility codes and the special use permit will be reviewed yearly until Caffé Thyme is hooked up to city sewer. City Attorney Pat Walsh indicated it should be documented in the December 1st minutes once sewer is available on their side of the highway Caffé Thyme are required to hook up to city sewer.

BUILDING PERMITS: Dan Freerksen, 219 E. 6th, re-filed an accessory building permit for an additional building; the application was approved by Zoning Administrator, Darrel Manning and is on file at City Hall.

Lillie Bayless, 229 W. 6th, filed an accessory building permit for a deck; the application was approved by Zoning Administrator, Darrel Manning and is on file at City Hall.

CITY ADMINISTRATOR: Kim indicated she has a list of priorities and would like to have a meeting early next year to discuss the direction the council would like for her to go. Doug asked her to email to the council her list of priorities before the meeting. After some discussion, it was the consensus of the council to have a special meeting at 6:30 p.m. on January 18, 2011 before the adjourned meeting.

MAINTENANCE: Dave Wilson gave each council member a list of activities completed by maintenance since the last meeting. Watson commended the maintenance crew for getting leaves out of the gutters.

POLICE: Darrel presented a Police Activity Report for council's review. Darrel reported the new cameras have been ordered.

Jones asked Darrel if there is an actual ordinance regarding door to door vendors; he indicated it was in the ordinance regarding vendors and the need to register with City Hall.

CITY CLERK: City Clerk Barb Schattak presented a Documentation MEMO for Compliance with Interpretation 101-3 for services performed during the audit from Groff and Berry which needs to be signed by the Mayor. After some discussion, a motion was made by Jones to authorize Mayor Bronson to sign the memo on behalf of the city. Watson seconded the motion, which carried.

Each council member received the 2009 Financial Statement from Groff & Berry.

City Clerk Barb Schattak presented a quote from Jayhawk Software for their Cougar Mountain general ledger software which includes payroll with a cash drawer at a cost of \$9125 to replace QuickBooks. After some discussion, a motion was made by Watson to purchase the software at a cost not to exceed \$9125. Jones seconded the motion, which carried. Barb was asked to call Ron Groff to see how things should be dated so it is absolutely committed for 2011.

Council members were given copies of the November 17, 2010 minutes for Public Wholesale Water Supply District No. 12, the survey results from the last community survey and the November issue of the Kansas Government Journal.

CITY ATTORNEY: In regards to the trees on Monroe Street Pat looked at Ordinance No. 718 which prohibits overhanging trees which impede or obstruct or interfere with traffic or travel on a public way. It was noted the school bus hits the trees which hang over the street. After some discussion, it was the consensus of the council for the City Attorney to notify the landowner by letter to trim the trees. Pictures will be given to Pat showing the over-hanging trees.

GOVERNING BODY COMMENTS: Smith questioned Darrel if he was getting state rates for the tires purchased for the police cars; Darrel indicated the person he buys the tires from orders them through Greg Tire to get the state rate and the tires mounted by a business here in town.

Jones indicated she has visited with Barb regarding the Tree City USA application; Barb indicated the application is to be filed online now and she has just received her password. Mayor Bronson asked about a flag for the tree city distinction; Dave indicated our flagpole is not big enough to hold the tree city flag as well as the Kansas flag. Watson questioned if there is room on the City Park sign for a tree city sign to be placed.

Jones asked if Rick Hines has gotten back with the City, Barb indicated to date she has not heard from him.

Jones indicated instead of meeting on Tuesday, January 18th for the Council to consider meeting on Monday, January 10th.

Watson questioned about getting online payments for city services. It was noted in the past it has been too costly to implement. Kim and Barb will research the matter.

At 9:36 p.m. a motion was made by Jones for adjournment to Monday, December 29, 2010, at 7:30 p.m. Watson seconded the motion, which carried.

A handwritten signature in cursive script, reading "Barbara Schattak". The signature is written in dark ink and is positioned above the printed name and title.

Barbara Schattak
City Clerk